



Safe Schools Helpline CONTACT INFORMATION School Year 2011-2012



To be completed by College or University Authority

Please **print or type** below who your office has designated to receive Safe Schools Helpline reports for business and after-hours contact. All fields should be as complete as possible.

County: _____

School: _____

Address: _____

Designee: _____ Title _____

Daytime phone: _____ Fax _____

Email: _____

Secretary _____ Sec. Phone/Ext: _____

Designee's Emergency after-hours numbers*: _____

Alt. Designee: _____ Title _____

Daytime phone: _____ Fax _____

Email: _____

Secretary: _____ Sec. Phone/Ext: _____

Alt. Designee's Emergency after-hours numbers*: _____

Thank you for your cooperation in this matter. If you have any questions or comments please contact Laverne Stout, Operations Officer (304) 558-5380 M-F, 8 a.m. – 4 p.m.

► **Please note: All after-hours numbers and email addresses are kept confidential and are for helpline use only.**

Please complete and return this form by mail to:

WV Division of Homeland Security and Emergency Management
1900 Kanawha Blvd., East, Bldg. 1, Rm. EB-80, Charleston, WV 25305